

Susan Redding
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Career Objective:

To work as an office administrator where I can utilise my experience and recently acquired knowledge. I would also like to further my professional development while working.

Qualifications:

Diploma in Office Administration EIT Hawke's Bay 20**

Certificate in Office Systems EIT Hawke's Bay 20**

Certificate in Food Preparation and Cooking EIT Hawke's Bay 20**

Relevant Skills:

- Computer skills- Word processing, Spreadsheets, Desktop Publishing, Payroll, MYOB
- Effective communication skills- oral and written
- Ability to carry out administrative functions including typing, mail merging, payroll, stock control and customer inquiries
- Proven ability to relate to a variety of people of varying ages, backgrounds and cultures
- Equally effective working alone as well as within a team environment
- Confident using MYOB accounting package
- Proven skills and experience in cash handling, monthly accounts, stock schedules and wages
- Excellent customer service focus
- An ability to learn new tasks and information quickly
- Diplomatic and professional when dealing with challenging customers

Employment History:

3 Years *Esso Fuel & Superette* *Assistant Manager*
Waipukurau

Responsibilities:

- Customer service
- Banking & reconciliation
- Staff supervision and training
- Ordering stock
- Networking with sales reps

1 Year Stanmore Court Motel Hastings Manager

Responsibilities:

- Customer service
- Telephone reservations
- Banking
- General reception duties
- Advised clients of local tourist attractions
- Managing and supervising cleaning staff

4 Years The Grange Restaurant Hastings Maitre'd /Waitress

Responsibilities:

- Customer service
- Preparation of Bar and Restaurant
- Banking and daily float
- Monthly accounts
- Supervised and trained waiting staff
- Telephone reservations
- Catering quotations for large groups

Training Courses/ Education:

- Staff Supervision 3 day course , EIT Hawke's Bay
- Managing a Small Business 2 day course, EIT Hawke's Bay
- Bar Managers Licence 6 week course, EIT Hawke's Bay

Interests/Community Activities:

- Swimming
 - Kayaking
 - Treasurer of Napier Canoe & Kayaking Club
- I was responsible for maintaining accounts and computerised financial records, banking and funding applications to various charitable trusts.*

Referees:

Nancy and Jim Claremont (Personal)
555 Prior Road
Napier
Ph: (06) 843 2134

Sam Fields (Employer)
Esso Fuel & Superette (Proprietor)
Waipukurau
Ph: (06) 832 7685